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EDUCATION (SCOTLAND).

MINUTE

OF THE

COMMITTEE OF COUNCIL ON  
EDUCATION IN SCOTLAND,

Dated 20th November, 1919,

ALTERING THE CONSTITUTION OF  
THE COMMITTEES FOR THE  
TRAINING OF TEACHERS  
ESTABLISHED UNDER THE MINUTE  
OF 30<sup>TH</sup> JANUARY, 1905, AND  
ABROGATING THE OTHER PROVISIONS  
OF THAT MINUTE.

Presented to Parliament by Command of His Majesty.



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## EDUCATION (SCOTLAND).

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MINUTE of the COMMITTEE of COUNCIL on EDUCATION in SCOTLAND, dated 20th November, 1919, altering the constitution of the Committees for the Training of Teachers established under the Minute of 30th January, 1905, and abrogating the other provisions of that Minute.

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*At Dover House, Whitehall, the 20th day of November, 1919.*

### BY THE LORDS OF THE COMMITTEE OF HIS MAJESTY'S MOST HONOURABLE PRIVY COUNCIL ON EDUCATION IN SCOTLAND.

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Whereas by Minute of the Committee of Council on Education in Scotland (hereinafter called "the Department"), dated the 30th January, 1905, as amended by Minute dated 24th July, 1914, there have been established in connection with the Universities of St. Andrews, Glasgow, Aberdeen, and Edinburgh respectively Committees for the Training of Teachers, referred to in Section 34 of the Education (Scotland) Act, 1908, as Provincial Committees, and hereinafter referred to as the present Committees :

And whereas by Section 9 subsection (3) of the Education (Scotland) Act, 1918, it is provided that every Education Authority shall contribute in each year towards the aggregate expenses of maintenance of the training colleges throughout Scotland such sum as the Department may determine, being a sum proportioned to the number of fully qualified teachers in the service of each Education Authority on the thirty-first day of March in each year :

And whereas it is expedient that the constitution of the present Committees should be so amended as to give to the Education Authorities adequate control over the expenditure upon the training colleges to the maintenance of which they are bound in terms of Section 9 subsection (3) aforesaid to contribute :

Now, therefore, the Lords of the Committee of Council on Education in Scotland do hereby resolve as follows :—

1. The present Committees shall cease to exist as hereinafter provided, and in place thereof there shall be established a single National Committee for the training of teachers, hereinafter referred to as the National Committee, to be constituted in the manner prescribed in the First Schedule to this Minute.

2. The members to serve upon the National Committee shall be elected on or before 31st January, 1920, and a new election of the National Committee shall, as far as practicable

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and convenient, take place within six months after each new election of the Education Authorities on a date to be fixed by the Department.

3. The National Committee shall meet at least once in the year, and the first meeting shall be summoned by the Department, who shall also fix a date as at which all the powers, duties, and responsibilities of the present Committees, together with all their debts and liabilities, all funds, property, and other effects belonging to or held in trust for them, and all lecturers, teachers, and other officers in their employment, shall be transferred to the National Committee, and from and after the date of such transfer the present Committees shall cease to exist.

4. The National Committee acting through a Central Executive Committee, constituted in the manner prescribed in the Second Schedule to this Minute, shall have power to provide, whether by facilitating attendance at University classes or otherwise, courses of instruction suitable for the training or further instruction of teachers (including teachers for intermediate and secondary schools, and for continuation classes), and, subject to the approval of the Department, the National Committee shall have power to acquire by purchase, or to secure by lease, suitable premises for the purpose aforesaid, and to provide the necessary apparatus and equipment. Subject to the approval of the Department they may also establish or subsidize, on such conditions as may be agreed upon, one or more hostels for the residence of the students under their charge.

The training centres and hostels transferred to or acquired by the National Committee, or held in trust for them, shall be conducted in accordance with the conditions prescribed in the Department's Regulations for the preliminary education, training and certification of teachers in force for the time being.

5. Subject to any rules and instructions made by the National Committee for their guidance, the Central Executive Committee shall exercise all the powers and duties assigned to the National Committee by the remainder of this Minute, excepting always those specified in Section 10, subsection (1), and in the Second Schedule.

6.—(a) The National Committee shall delegate the management of the existing training centres at St. Andrews (including Dundee), Glasgow, Aberdeen, and Edinburgh to Provincial Committees for the training of teachers, hereinafter referred to as Provincial Committees, constituted in accordance with the Third Schedule to this Minute or any modification thereof which may hereafter be prescribed by Minute of the Department, provided always that the representation to be granted on any Provincial Committee to the Church of Scotland and to the United Free Church of Scotland respectively shall not be less in proportion to the total membership of the Provincial Committee than in the case of the corresponding existing Committee.

(b) The management of any training centre or college other than those mentioned in the preceding sub-section, which may hereafter be acquired by or transferred to the National Committee, shall be delegated by them to a Committee of Management constituted in accordance with a scheme approved by the Department.

(c) Provincial Committees and any other Committees of Management appointed under this Section, and the Central Executive Committee appointed under Section 4 of this Minute, shall be re-appointed immediately after each new election of the National Committee.

7. Provincial Committees appointed under the immediately preceding Section shall, subject to any regulations and restrictions made by the National Committee, have all the powers and duties of the National Committee with regard to the management and supervision of the training centres under their charge, provided :—(a) that the Provincial Committees shall not be subject to any such regulations and restrictions, nor to any restriction in terms of Section 8, subsections (a) and (b) of this Minute, with regard to the instruction in religious subjects to be included in the courses of training at the training centres under their charge, the conditions laid down in Section XI. of the Minute of 30th January, 1905, continuing operative notwithstanding anything contained in this Minute; and (b) that the National Committee (whilst giving due consideration to any recommendations made by the respective Provincial Committees) shall in every case retain full control over, and responsibility for, the finances of the training centres, including the appointment, transfer, remuneration and dismissal of all lecturers, teachers, and other officers, the fixing of the fees to be charged to the students in training, and the regulation of payments on account of members' expenses, which shall not exceed those allowed in the case of members of Education Authorities.

8.—(a) Candidates for training at centres under the management of any of the Provincial Committees shall be enrolled under the National Committee, to whom all fees shall be paid, and who may if they think it expedient regulate the numbers of students to be admitted, and determine the character of the courses to be provided at each of the training centres.

(b) All courses of training provided at the training centres shall be drawn up by the Provincial Committee or Committee of Management directly concerned, but shall be subject to the general approval of the National Committee and of the Department.

(c) All changes in the teaching staff shall be notified to the Department, and every new appointment shall be made subject to approval by the Department of the qualifications of the person appointed.



9.—(1) The financial year of the National Committee shall run from 1st August to 31st July, and their expenditure shall be met from :—

- (a) Reasonable fees charged to all students.
- (b) The capitation grant payable under Section 16 subsection (1) (d) of the Education (Scotland) Act, 1908, as amended by Section 5 subsection (d) of the Fifth Schedule of the Education (Scotland) Act, 1918.
- (c) Any grants voted by Parliament in aid of approved capital expenditure.
- (d) Contributions from the Education Authorities in terms of Section 9 subsection (3) of the Education (Scotland) Act, 1918, proportioned to the number of fully qualified teachers in the service of each Education Authority on the 31st March in each year.
- (e) Any other sources of income.

(2) The National Committee shall before the 1st May in each year prepare an estimate of their income and expenditure for the ensuing financial year, showing the amount which will need to be raised by contributions from the Education Authorities in order to avoid a deficiency, regard being had to any balance estimated to be in hand or overdrawn at the end of the financial year then current, and subject to the approval of the Department the said amount shall be the sum to be contributed by the Education Authorities in terms of Section 9 subsection (3) of the Education (Scotland) Act, 1918, in respect of the year to which it relates.

(3) Each Education Authority shall as soon as possible after 31st March and in any case not later than 30th April in each year furnish to the National Committee a certified statement of the number of fully qualified teachers in their service at the former date, all teachers whose service is recorded by the Department for the purposes of the Superannuation Scheme for Teachers being deemed for this purpose to be fully qualified, and not later than 31st May the National Committee shall intimate to each Education Authority their quota, proportional to the number of fully qualified teachers in their service as aforesaid, of the amount ascertained under the immediately preceding subsection, and each Education Authority shall pay over to the National Committee the sum so intimated by three equal instalments payable respectively upon the first day of each of the months of August, December and April next following.

(4) The Accounts of the National Committee shall be duly audited by a chartered accountant, and as soon as may be after the close of each financial year an abstract thereof in a form authorised by the Department and certified by the Auditor, shall be circulated to the Education Authorities and to the individual members thereof, together with a report upon the work of the National Committee for the year.

10.—(1) The National Committee and each of the Provincial Committees shall appoint their own Chairman (who shall have a casting as well as a deliberative vote), and shall have power to regulate their own procedure and quorum, and, subject to the provisions of Section 7 hereof, the Central Executive Committee and the Provincial Committees may delegate such parts of their duties as they may see fit to sub-Committees composed of members of their own body, with or without added members as may seem to them to be advisable.

(2) The Chairman of the National Committee shall be Chairman of the Central Executive Committee.

(3) The National Committee shall appoint an executive officer who, subject to the instructions of the Committee, shall discharge the functions of secretary and treasurer to the National Committee and the Central Executive Committee, and, with such assistance from the clerical staff at each training centre as may be necessary, shall be responsible for the due observance and carrying out of the instructions of the National Committee (whether acting directly or through the Central Executive Committee) relating to all financial matters and such other powers and duties as have not been delegated to Provincial Committees under Section 6 (a) or to any other Committee of Management under Section 6 (b) of this Minute.

(4) The Director of Studies of each training centre shall act as the executive officer of the Provincial Committee managing the training centre, and shall receive assistance from such clerical staff under his superintendence as may be necessary.

11. So long as this Minute shall remain in force, members (other than *ex officio* members) elected or appointed to serve on the National Committee, on the Central Executive Committee, or on the several Provincial Committees shall remain in office until a new election of the Committee to which they were elected or on which they were appointed to serve shall take place. Any casual vacancy caused by the death or resignation of a member shall be filled up as soon as may be by the appointing body in accordance with the appropriate Schedule appended to this Minute.

Any member of a Committee who may cease to hold office on an Education Authority or other appointing body shall not thereby cease to be a member of the Committee.

All changes in the office of Chairman or in the membership of a Committee shall be at once notified to the Department.

12. The Department may nominate one or more of their officers to act as assessor or assessors upon the National Committee, the Central Executive Committee, and the several Provincial Committees. Such assessor or assessors shall receive notice of all meetings of the Committee to which he or they are appointed or of any sub-Committee thereof, and may take part in the proceedings of the Committee or of a sub-Committee except that he or they shall not be entitled to vote.



13. The provisions of the Minute of 30th January, 1905, save in so far as may be necessary in order to safeguard any existing vested interest under Section X. thereof, or under an agreement made in virtue of Section XI. thereof, shall cease to have effect as from the date of transfer referred to in Section 3 of this Minute.

14. This Minute shall not come into force till it shall have been submitted to Parliament, and shall have lain on the table of both Houses for at least one calendar month, and all modifications of the same which may be proposed subsequently shall be submitted to Parliament in like manner.

15. Any question arising as to the interpretation to be placed upon the terms of this Minute or of the Schedules thereto, shall be determined by the Department, whose decision thereon shall be final.

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## SCHEDULES.

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### FIRST SCHEDULE.

The National Committee for the training of teachers shall be constituted as follows :—

Four members elected by the Education Authority for the Burgh of Glasgow.

Three members elected by the Education Authority for the County of Lanark.

Two members each elected by the Education Authorities for the Burgh of Edinburgh and for the Counties of Ayr, Fife and Renfrew.

One member each elected by the Education Authorities for the Burghs of Aberdeen, Dundee, and Leith, and for the counties of Aberdeen, Argyll, Banff, Berwick, Bute, Caithness, Clackmannan, Dumbarton, Dumfries, Edinburgh, Elgin, Forfar, Haddington, Inverness, Kincardine, Kinross, Kirkcudbright, Linlithgow, Nairn, Orkney, Peebles, Perth, Ross and Cromarty, Roxburgh, Selkirk, Shetland, Stirling, Sutherland, and Wigtown.

### SECOND SCHEDULE.

The Central Executive Committee through which the National Committee acts shall be constituted as follows :—

The Chairman of the National Committee (*ex officio*).

The Chairmen of the Provincial Committees of St. Andrews, Glasgow, Aberdeen and Edinburgh (*ex officio*), provided that if, and so long as the Chairman of the National Committee is also Chairman of a Provincial Committee, the Vice-Chairman of that Provincial Committee shall (*ex officio*) be a member of the Central Executive Committee.

Eight members appointed from amongst their own number by the National Committee, including at least one from amongst the members of each Provincial Committee.

Two members appointed from amongst their own number by the teachers' representatives on the Provincial Committees.

### THIRD SCHEDULE.

The Provincial Committees for the training of teachers shall be constituted as follows :—

#### I. ST. ANDREWS.

1. Eight members, being the members elected to serve upon the National Committee by the Education Authorities of the Burgh of Dundee and the Counties of Clackmannan, Fife, Forfar, Kinross, Perth and Stirling.

2. Four members appointed by the University Court of the University of St. Andrews, at least one of these to be a member of the teaching staff of University College, Dundee.

3. Two members, being one member representing each of the following institutions, viz., the Dundee Technical College and School of Art, and the Dunfermline College of Hygiene and Physical Education, each member to be appointed by the Governors of the institution he represents.

4. Four members appointed by the Educational Institute of Scotland from amongst persons actively engaged in the work of education in



schools or colleges within the district served by the St. Andrews and Dundee Training Centre.

5. Two members, being one member appointed by the Education Committee of the Church of Scotland, and one member appointed by the Education Committee of the United Free Church of Scotland respectively.

## II. GLASGOW.

1. Seventeen members, being the members elected to serve upon the National Committee by the Education Authorities of the Burgh of Glasgow and the Counties of Argyll, Ayr, Bute, Dumbarton, Dumfries, Kirkeudbright, Lanark, Renfrew, and Wigtown.

2. Four members appointed by the University Court of the University of Glasgow.

3. Three members representing the following institutions, viz., the Royal Technical College, the Glasgow and West of Scotland College of Domestic Science, the Glasgow School of Art, the Glasgow and West of Scotland Commercial College, and the West of Scotland Agricultural College, to be elected jointly by the Chairmen of the Governors of those institutions (or representatives appointed by them) at a meeting convened for the purpose by the Chairman of the Governors of the Royal Technical College.

4. Four members appointed by the Educational Institute of Scotland from amongst persons actively engaged in the work of education in schools or colleges within the district served by the Glasgow Training Centre.

5. Four members, being two members appointed by the Education Committee of the Church of Scotland, and two members appointed by the Education Committee of the United Free Church of Scotland, respectively.

## III. ABERDEEN.

1. Twelve members, being the members elected to serve upon the National Committee by the Education Authorities of the Burgh of Aberdeen, and the Counties of Aberdeen, Banff, Caithness, Elgin, Inverness, Kincardine, Na'irn, Orkney, Ross and Cromarty, Shetland, and Sutherland.

2. Four members appointed by the University Court of the University of Aberdeen.

3. Two members, being one member representing each of the following institutions, viz., Robert Gordon's Technical College, and the North of Scotland College of Agriculture, each member to be appointed by the Governors of the institution he represents.

4. Four members appointed by the Educational Institute of Scotland from amongst persons actively engaged in the work of education in schools or colleges within the district served by the Aberdeen Training Centre.

5. Four members, being two members appointed by the Education Committee of the Church of Scotland, and two members appointed by the Education Committee of the United Free Church of Scotland, respectively.

## IV. EDINBURGH.

1. Ten members, being the members elected to serve upon the National Committee by the Education Authorities of the Burghs of Edinburgh and Leith, and the Counties of Berwick, Edinburgh, Haddington, Linlithgow, Peebles, Roxburgh, and Selkirk.

2. Four members appointed by the University Court of the University of Edinburgh.

3. Three members representing the following institutions, viz., the Heriot-Watt College, the Edinburgh and East of Scotland College of Agriculture, the Edinburgh College of Art, the Edinburgh School of

Cookery and Domestic Economy, and the Leith Nautical College, to be elected jointly by the Chairmen of the Governors of those institutions (or representatives appointed by them) at a meeting convened for the purpose by the Chairman of the Governors of the Heriot-Watt College.

4. Four members appointed by the Educational Institute of Scotland from amongst persons actively engaged in the work of education in schools or colleges within the district served by the Edinburgh Training Centre.

5. Four members, being two members appointed by the Education Committee of the Church of Scotland, and two members appointed by the Education Committee of the United Free Church of Scotland, respectively.